



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.27

Subject: Fiscal Administrative Process For The Implementation of New Programs and Services Or Changes To Existing Programs And Services

Supersedes: None

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 07/01/99

Revision date:

Application

To All Department of Children's Services Employees.

Authority: TCA 37-5-106

Policy

The Department of Children's Services Fiscal Services shall be notified and shall participate in any discussion or planning for the addition or deletion of programs and services, staffing changes, application for grants, contracting for services and funding issues within the department.

Procedures

- A. Procedures for implementing new programs and services or changes to existing programs and services**
1. To implement a new program/service or change an existing program/service, program staff shall provide a brief written description of the program/service and/or changes to a program/service to the Director of Fiscal Services and Director of Contracts.
 2. The information shall be reviewed for impact on the department's financial operations. It shall also be reviewed for conformity to existing processing systems and state and federal regulations
 3. A written method for processing and controls shall be developed in conjunction with the submitting party.

B. Contracts

1. All writing of new contracts or changes to existing contracts shall be coordinated with the Director of Contracts.
2. The Director of Contracts shall participate in writing all contracts to insure a centralized contracting mechanism.

C. Staffing patterns

1. All changes to existing staffing patterns and/or duty changes shall be communicated to the Assistant Commissioner of Fiscal and Administration Services and Director of Personnel.
2. Changes shall be reviewed to assess the impact on cost allocation. If changes are significant and causes a change in the existing method of allocation, an amendment to the cost allocation plan shall be required.
3. If an amendment is determined to be necessary, required changes must wait until approval is received.

D. Application for grants

1. Before an application for a federal grant can be made, the idea must first be discussed with the Assistant Commissioner of Fiscal Services and Administrative Services and the Director of Budget
2. After the discussion it is decided that acquiring a grant is in the best interest of the department, an application may be made.

Forms

None

Collateral Documents

None

Standards

None